

## Frequently asked Questions: Initial License Application

### What are the requirements for an Initial Educator License in Vermont?

To be eligible for an Initial License you must have completed one of the two routes to licensure.

**1. Traditional Route to Licensure:** Completion of a state approved educator preparation program at a college or university through a bachelor, post-baccalaureate or master's degree program, and recommendation for licensing from the institution. *(If we need clarification on your recommendation for licensure, we will contact the institution.)*

If you qualify for the Traditional Route, you must complete and submit an "Application for Initial Vermont Educator License".

OR

**2. Meeting requirements under the rules of reciprocity per the NASDTEC Interstate Agreement.** Vermont currently has Educator reciprocity with all states. For more about reciprocity and a list of those states with whom Vermont has Administrator reciprocity see: <http://education.vermont.gov/licensing/become-an-educator/reciprocity>

As of 9/1/15, an educator with a non-conditional/non-expired out of state educator license, from a state that has signed the Interstate NASDTEC agreement, will be eligible for initial licensure in VT to match the same/equivalent endorsement from the other state. Having an out of state educator license from a state that has signed the Interstate NASDTEC agreement would exempt an applicant from the testing requirement for the endorsement on the out of state license.

As of 9/1/15 the following states do not have a signed agreement: New York, New Mexico, South Dakota & Wisconsin. Educators with a license from those states will be required to meet our state's [testing requirement\(s\)](#). For the most recent list please see the [NASDTEC Interstate Agreement Signatories](#).

Regardless of experience, educators who have a non-conditional/non-expired out of state educator license will be licensed in Vermont at a Level I. Once that educator has been licensed in Vermont and has taught in Vermont for 3 years, they will be eligible for a Level II license.

**\* Coming from another country:** Candidates who have been educated in a foreign country must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. For more information see:

[http://education.vermont.gov/documents/educ\\_licensing\\_initial\\_foreign\\_credentials.pdf](http://education.vermont.gov/documents/educ_licensing_initial_foreign_credentials.pdf)

## **Does the Vermont Standards Board for Professional Educators recognize an alternative route to licensure?**

Yes, the Vermont Agency of Education has an approved program that supports an alternative route to licensure called *Peer Review*. Peer Review is for those who have a baccalaureate degree, **but have not** completed a traditional educator preparation program at a college or university. It is for individuals who have acquired the knowledge and skills needed to meet the Core Teaching and Leadership Standards for Vermont Educators and *the endorsement competencies and requirements* through coursework and life experience.

If you would like more information on the Peer Review process please visit the AOE website. If, after you have visited the website, you have additional questions; please call (802)479-1700. More information and the “Peer Review Handbook” are available by visiting, <http://education.vermont.gov/licensing/become-an-educator/peer-review>

*If you do not meet the qualifications for one of these routes,  
you are **not** eligible for licensure in Vermont.*

You may complete this application in the Vermont Online Licensing System for Educators. First time users of the Vermont Online Licensing System for Educators may complete an Initial Application by registering at: <https://alis.edlicensing.vermont.gov/InitialUserRegistration.aspx>. When you register, please include a current **email address that you check frequently**.

For your online application to be considered complete, you must have requested that your official transcripts, and Praxis testing be sent to the AOE.

## **Who do I contact for technical issues I’m having with my on-line application?**

Contact the Licensing Office at (802)479-1700. Due to the volume of calls during the licensing period, if prompted, please leave a clearly articulated message noting the issue you are experiencing and your name and telephone number.

## **I understand that the agency will only accept complete license applications. How do I know if my application is complete?**

When an application for initial license is received online the application will be screened. If there is missing information an email will be sent to the educator notifying them of the missing documentation. If documentation is not received timely, the \$50 non-refundable processing fee will be kept. You will need to submit a \$50 non-refundable processing fee each time an application is closed incomplete.

Note – Applicants for PE endorsements need copies of current CPR/AED cards & First Aid cards. Applicants for Health Education endorsement need to provide a copy of the current CPR/AED card.

## **Does the Vermont Agency of Education require a Criminal Background check for initial licensure?**

Yes, all applicants for Vermont educator licensure must complete an [Educational Criminal Record Check](#) via fingerprinting.

- **If you have student taught or taught under a Provisional, Emergency or Apprenticeship license:** The supervisory union (SU) will have obtained a criminal record report. Please complete the [Authorization to Release Criminal Record Report](#) available at the SU office, and follow the [Authorization to Release](#) directions.
- **If you are an educator applying for your first Vermont educator license and did not student teach in Vermont or work for a Vermont school district or SU under a temporary license,** you must include a Criminal Background Check application and mail it in with this application.

**No license can be issued until a Criminal Record Check Report is received by the Office of Educator Licensing. Please understand that these reports are generated by the Vermont Agency of Public Safety and often take up to 90 days to be completed.**

## **What tests are required to earn teacher/leader licensure in Vermont?**

All licensed educators need to meet a general testing requirement. This requirement can be met by

1) Provide verification Praxis I ([or qualifying SAT, GRE, ACT scores](#)) was taken and passed prior to August 31, 2014

OR

2) Provide verification the Praxis CORE Series has been taken and passed.

In addition, many endorsements also require educators to pass Praxis II considering the endorsement being sought. To understand testing requirements, please read the [Praxis brochure](#) found on the Vermont Agency of Education website.

## **I've read the testing brochure and it states that I can be exempt from the testing requirement if I qualify for a Level II license. What qualifies for a Level II license?**

An applicant will need to provide the agency with a copy of a current, non-provisional educator license and demonstrate at least 3 years of successful work in a school, within the past 7 years, in the subject area and instructional level listed on the license. Any applicable experience must have been done while fully licensed. Substitute teaching will not be counted unless it was a "long-term" substitute position for one class.

**I understand that the agency will only accept testing scores sent to them directly from the testing service. However, I contacted my testing service and, because I took the test more than 10 years ago, they no longer have my scores on file. What do I do?**

If you have taken the required tests more than 10 years ago, a NOTARIZED paper copy of those scores can be accepted.

**Can scores for other state required tests be used? (i.e. CBEST, NTE, NYSTE, MTEL)**

No; these tests do not meet Vermont Standards Board of Professional Educators testing requirements.

**When can I expect to receive my license?**

As soon as all required items for the initial license application are received, a license will be issued. Please note: No license will be issued until satisfactory results of your fingerprint supported record check are received by this agency. **Please understand that these reports are generated by the Vermont Agency of Public Safety and often take up to 90 days to be completed.**

**I would like to receive a paper copy of my license from your agency. How do I do that?**

Educators who would like to request a formal copy of their license, or copies of materials contained in their educator file, may do so by completing [this form](#). Requests must include a check for \$10 to: Agency of Education c/o Licensing Department 219 North Main Street Suite 402 Barre, VT 05641. Checks may be made out to the Agency of Education.